

MINUTES OF  
PORT SETON CENTRE MANAGEMENT COMMITTEE  
MEETING  
HELD ON THURSDAY, 2 FEBRUARY 2017  
IN PORT SETON COMMUNITY CENTRE AT 7.00 PM

Present           Janice Thomson, Chair  
                      Christine MacLean, Secretary  
                      Helen Bathgate (Cockenzie Drama)  
                      Angie Fraser  
                      Sandra Bell  
                      Marlene Love – Items 1 – 4

In attendance   Daniel Baigrie, Community Development Officer  
                      Jacqui Dunlop, Minute Secretary

1.       APOLOGIES AND WELCOME

The Chair welcomed everyone. Apologies were intimated on behalf of Gordon Horsburgh and Mary Vevers.

2.       APPROVAL OF MINUTES OF 8 DECEMBER 2016

It was unanimously agreed that the minutes of the meeting of 8 December 2016 was a true record.

3.       MATTERS ARISING FROM MINUTES OF 8 DECEMBER 2016

- a) Sports Hall – Janice Thomson reported that she had tried to contact the School but had not had a response, but will try again. (*Action Janice Thomson*)
- b) On-Line Card System – Daniel Baigrie noted that he is now dealing with this and will report back. (*Action Daniel Baigrie*)
- c) Minute of Agreement – Janice Thomson confirmed that a revised Minute of Agreement has been received. The new version states the IJB can get free lets. Janice Thomson noted that as this was not in the original version it was agreed that she would continue to pursue this as it was felt that they should be paying for their lets.

Janice Thomson and Christine Maclean will be meeting with Gordon Horsburgh on Friday, 3 February to discuss the Minute of Agreement.

- d) Gym Refurbishment – Janice Thomson reported that the Gym refurbishment had gone well with the official opening taking place on Monday, 6 February. Two machines have yet to be installed and Daniel Baigrie confirmed that he is chasing these up.

It was noted that John Marshall had opened the building over the Christmas Holidays to allow the contractors in on various occasions, outwith his normal contract and it was agreed that a token of appreciation would be made and Daniel Baigrie agreed to organise. (*Action Daniel Baigrie*)

The invoice for the steam cleaning is still to come in and it was noted that additional steam cleaning of the foyer and toilets will also be undertaken.

Water has still to be installed in the gym and until this can be plumbed it water containers will be made available and Christine MacLean agreed to find out which supplier the Resource Centre use. (*Action Christine MacLean*)

The staff are doing the inductions in the gym, with the more experienced staff “buddying” the less experienced.

Invitations have gone out for the opening and a budget of £60 for catering was agreed.

The next phase of the gym will be to get wifi, plumbed in water and re-do the lighting and it was noted that landlord permission will be required for this.

Daniel Baigrie noted that since the gym re-opened that there have been 20 inductions and he will get an updated report for the next meeting as work is being done on how to better capture the numbers using the gym. (*Action Daniel Baigrie*)

- e) Job Descriptions – the job description or the Centre Head has been received and it was agreed that this would be looked at in conjunction with the job descriptions for Treasurer.
- f) Accounts – it was noted that the current balance in the account is £37,150 with £30,000 to be paid out for the gym equipment, leaving a working balance of £7,150.

#### 4. GRANTS

- a) Community Art Group – an application had been received from the Community Arts Group for rental at Cockenzie House which would give them exclusive 7-day use of a room in order to run Community Art projects. A grant of £500 was approved.

Daniel Baigrie noted that he has had discussions with Council Adult Education programme organiser who may look to run classes from Easter to Summer as long as it didn't duplicate any of the activities at the Port Seton Centre.

- b) African Dancers – as part of the Three Harbours Festival it was agreed that a free let for the African Dancers would be given, they are running two sessions on 3 June in the café area. It was also agreed that the Management Committee would give a grant for 50% of the cost of putting in an advert for the Three Harbours Festival Brochure which was £25.
- c) Indoor Curling – Chalmers Memorial Church had submitted a grant for equipment for an indoor curling club in the church, totalling £500. It was agreed that Christine MacLean would get more information on this before a decision was made. (*Action Christine MacLean*)
- d) Stroke Club – it was noted that the Stroke Club in Musselburgh is losing its funding from the Chest Heart and Stroke foundation due to a restructuring in the way in which they allocate their funding. Daniel Baigrie agreed to meet with Lynne Marshall to investigate further whether this was something which could be relocated to the Port Seton Centre.

e) Patient Participation Group – it was noted that an application was expected from the Patient Participation Group.

It was agreed that a grants committee should be established for occasions when there were a lot of grants to be considered. It was also suggested that links with the Community Council should be re-established to ensure that there was no double funding of organisations.

Daniel Baigrie agreed to re-do the application forms to include outcomes. (*Action Daniel Baigrie*)

5. DEVELOPMENT PLAN – CO-PRODUCTION AWAY DAY

It was agreed that there would be an Away Day to look at the Development Plan on Sunday, 5 March from 1.30 – 4.30 pm and Christine MacLean agreed to investigate a venue. (*Action Christine MacLean*)

6. FISHERIES FUNDING

Daniel Baigrie noted that there is £1.7M available for communities for FLAG Funding (Fisheries Local Action Group) and Cockenzie and Port Seton is one of the areas which is eligible. There is strict criteria and charities would be required to find 25% of the project costs. It was agreed that this was something which would be worth investigating further and it was agreed to further explore it at the Development Day.

7. TABLE TENNIS

Daniel Baigrie noted that an approach had been made by Haddington Table Tennis Club regarding using the main hall for Table Tennis. They have submitted an Awards for All Bid for more table tennis tables and it was agreed that consideration would be given to how this opportunity could be used for the benefit of the community with perhaps coaches sessions as well as the establishment of a club.

8. ASSIST TRAINING

It was agreed that the Mental Health training would be offered to the community and Daniel Baigrie agreed to get in included in the Capacity Building Calendar. Daniel Baigrie agreed to firm up dates. (*Action Daniel Baigrie*)

10. CHAIR'S REPORT

Janice Thomson noted that she is working on a project with MS Therapy which if successful may be a Conflict of Interest as they would be using space within the Port Seton Centre. It was noted however, that the Management Committee is made up of representatives from users of the Centre so it was not felt that this would be a conflict of interest.

11. CDO REPORT

Daniel Baigrie submitted a report (copy on file). He noted that there is an underspend in the Adult Based Education budget and he will be putting in a bid for some funding and this may need to be kept in the Management Committee Accounts should it be successful until it is

used and this was agreed.

It was noted that there needs to be a review of pricing at the Centre and also deposits for Children's Birthday parties.

12. CENTRE HEAD REPORT

Mike Whitton submitted a report (copy on file).

12. AOCB

a) Choir – the Community Choir thanked the Management Committee for a grant to settle a disputed invoice and this matter has now been resolved.

b) CDO – Daniel Baigrie noted he has now been in the job six weeks and there are no issues, apart from rotas needing looked at.

Future Meetings

Sunday, 5 March – Away Day

Thursday, 20 April

Thursday, 8 June